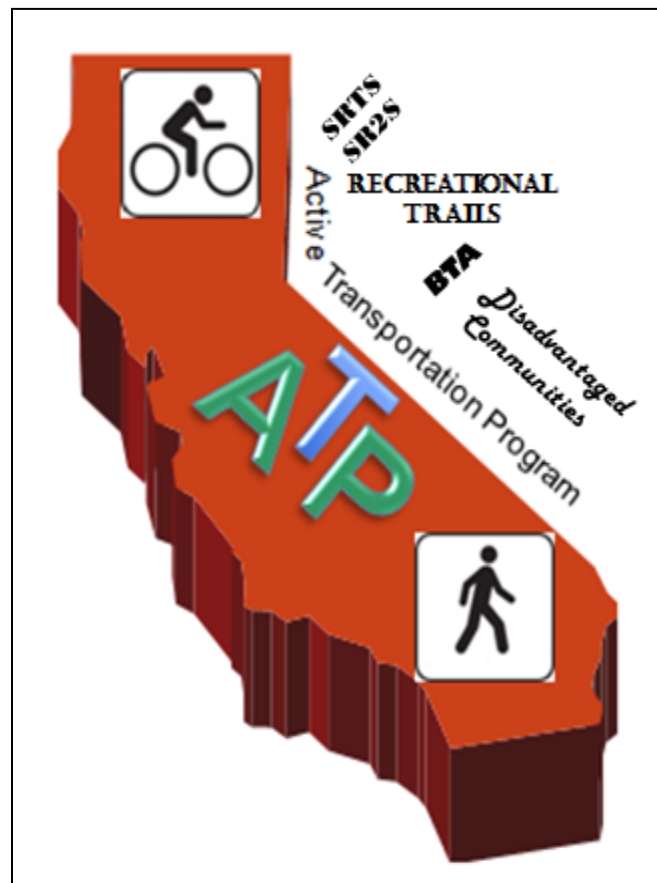


APPLICATION INSTRUCTIONS FOR ACTIVE TRANSPORTATION PROGRAM CYCLE 1



ACTIVE TRANSPORTATION PROGRAM - CYCLE 1

APPLICATION INSTRUCTIONS

Final Filing Date: Proposals must be received (not postmarked) by 3 p.m. on May 21, 2014.

NO EXCEPTIONS

Applications must be delivered as follows:

By Mail:

CALTRANS
Division of Local Assistance, MS 1
Attn: Office of Active Transportation and Spec. Prog.
P.O. Box 942874
Sacramento, CA 94274-0001

Hand Delivery: (By Appointment Only)

CALTRANS
Division of Local Assistance
Attn: Teresa McWilliam (Phone 916-653-0328)
1120 N Street
Sacramento, CA 95814

SUBMISSION REQUIREMENTS

1.
 - a. Submit five (5) hard copies: 1 original and 4 copies. All copies shall be securely bound. The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing agency. All additional proposal sets may contain photocopies of the original package.
 - b. Also submit one (1) electronic copy (PDF format) on disk or portable hard drive. DUE TO THE LARGE NUMBER OF EXPECTED APPLICATIONS AND SUBMISSION SIZE, NO E-MAIL SUBMISSIONS WILL BE ACCEPTED.
2. The California Transportation Commission – Guidelines for the Active Transportation Program (ATP) REQUIRE that the applicant must submit an additional application copy to the Regional Transportation Planning Agency (RTPA) or County Transportation Commission within which the project is located and to the Metropolitan Planning Organization (MPO) by the final filing date of May 21, 2014. (An MPO contact list can be found at www.dot.ca.gov/hq/tpp/offices/orip/)

QUESTIONS CONCERNING THE APPLICATION

If you have questions on how to fill out the application, please contact Teresa McWilliam by email at: Teresa.McWilliam@dot.ca.gov.

PROPOSAL INSTRUCTIONS

1. Application Requirements: all pages shall be numbered and the project name shall be included in the footer of each page. The application shall include a table of contents and shall be organized as follows:

Table of Contents

- I. General Information
- II. Project Information
- III. Screening Criteria
- IV. Narrative Questions: Q1 – Q8

- V. Project Programming Request
 - VI. Additional Information
 - VII. Non-Infrastructure Schedule Information
 - VIII. Application Signatures
 - IX. Additional Attachments
2. Limit the combined responses of Section II - Project Information, Section III - Screening Criteria, and Section IV - Narrative Questions to no more than 20 pages total, 8 ½" x 11" paper, single-sided, double-spaced, with minimum of 12-point font. All other application sections and attachments do not count as part of the 20 pages.

APPLICATION COVER SHEET

1. Project Name: Enter a brief project name.
Example: City of Lakeside – Grand Avenue Bike Route Improvements

SECTION I. GENERAL INFORMATION

1. Applicant: Enter the name and address of the eligible agency/entity who is assuming the responsibility and accountability for the use and expenditure of the program funds. i.e.: city, county, tribal government, public health department, transit agency, school district, natural resources agency, public lands agency, Metropolitan Planning Organization (MPO), or Regional Transit Planning Agency (RTPA).

*Private nonprofit tax exempt organizations may apply for eligible recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors trails. The project must benefit the general public and not only a private entity.

For all other project types, private nonprofit organizations may apply as a partner of a primary applicant and should be listed under "Partner Information".

2. Project Funding: Enter the amount requested and any additional funds to be contributed to the project, if applicable. Enter the total project cost.

Per the ATP Guidelines, matching funds (11.47%) are required for all projects except stand-alone non-infrastructure projects, Safe Routes to School projects, and projects that benefit disadvantaged communities. The minimum request for ATP funds is \$250,000. This minimum does not apply to non-infrastructure projects, Safe Routes to School projects, and Recreational Trails projects.

3. Applicant Contact: Enter the name (first and last name required), title, email address, and telephone number of the person to contact on matters concerning this application.
4. Applicant Contact: Enter the mailing address of the person to contact on matters concerning this application.
5. Project County(ies): Enter the county(ies) in which the project will occur.

6. Caltrans District: Use the drop down menu to select the Caltrans district in which the project will occur. See <http://www.dot.ca.gov/localoffice.htm> to determine which district your project is in.
7. Application Number: Enter the application number for the project submitted and the total number of applications being submitted by your agency. Example: 1 of 5. Agencies that submit multiple applications should number the applications in order of priority.

Area Description

8. Large Metropolitan Planning Organization (MPO) - From the drop down menu select the MPO that this project occurs in. To determine which MPO your project is in, go to:
http://www.dot.ca.gov/hq/tpp/offices/orip/index_files/Updated%20Files/MPO-RTPA_1-10.pdf
9. If “Other” was selected in #8 above - From the drop down menu select your RTPA or MPO.
10. Urbanized Area (UZA) Population: From the drop down menu select the population size of the community that the project occurs in.

Master Agreements (MAs)

Successful applicants must be able to enter into a STATE Master Agreement if their proposal is chosen for funding. To determine if your agency is able to enter into a Master Agreement with Caltrans visit the links listed below.

General policies and procedures are discussed in the Caltrans Local Assistance Procedures Manual (LAPM) Chapter 4 at: http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_p/ch04-2011-04-08.pdf. A sample Master Agreement is also located at this site.

Information concerning the auditing and accounting requirements can be found at:
<http://www.dot.ca.gov/hq/audits/documents/auditbrochure.pdf>

For those entities who are not familiar with the local Federal Aid process (such as educational institutions, Non-Governmental Organizations (NGO), etc.), it is encouraged that consideration be given to seeking a sponsor such as a City, County, or regional transportation agency to act as the “Applicant” for your application.

11. Federal Master Agreement- Check the box if the applicant has an executed FEDERAL Master Agreement with Caltrans, and enter the Federal Master Agreement number in the box provided.
12. State Master Agreement- Check the box if the applicant has an executed STATE Master Agreement with Caltrans, and enter the State Master Agreement number in the box provided.
13. Enter “Y” for Yes or “N” for No in the box if the applicant agency will be able to enter into a STATE Master Agreement with Caltrans.

Partner Information

14. Partner Name: Entities that are unable to apply for ATP program funds or are unable to enter into a Master Agreement with the State must partner with an eligible Applicant that can implement the project. The eligible Applicant must be listed in Box #1 on page 2 and the Partner name(s) should be listed here.
15. Partner Type: Enter the type of partner organization, i.e.: non-profit organization, school or school district, etc.
16. Contact Information: Enter the name (first and last name required), phone number, and email address for the contact person at the partner organization.
17. Contact Address: Enter the mailing address for the partner organization.

Project Type (select only one box)

Check the appropriate box that best describes your project:

18. Infrastructure (IF): a project has only Preliminary Engineering (PE), Right of Way (ROW), Construction Engineering (CE), and/or Construction (CON).
19. Non-Infrastructure (NI): a project that contains only components such as public awareness campaigns, outreach, program evaluation, education, enforcement, funding for training or developing training materials, or developing transportation plans.
20. Combined IF and NI: a project that contains both Infrastructure and Non-Infrastructure components.

Sub-Project Type (select all that apply)

21–25. Check all boxes that best describe the work outlined in this project application.

24. For trail projects that are primarily recreational to be eligible for Active Transportation Program funding, the projects must meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources. The federal requirements can be found at: http://www.fhwa.dot.gov/environment/recreational_trails/.

Multi-purpose trails and paths that serve both recreational and transportation purposes are generally eligible in the Active Transportation Program, so long as they are consistent with one or more goals of the program.

For Recreational Trails projects the applicant must submit additional information to the California Department of Parks and Recreation (Parks) for eligibility determination. Information must be received by Parks (not postmarked) by 3 p.m. on May 21, 2014. (No Exceptions).

Failure to submit the required information to Parks will cause your application to be rejected as in-complete.

Submit the following information:

- Project Name
- Project Scope
- Location Map
- Cost Estimate
- Photos

Submit the information to: California Department of Parks and Recreation
Attention: Richard Rendón
Office of Grants and Local Services
1416 9th Street
Sacramento, CA 95814

26. School Name and Address: for Safe Routes to School projects enter the Full School name(s) and Address(s) for the school(s) that will benefit from the project.
27. School District Name and Address: for Safe Routes to School projects enter the School District Name(s), and School District Address(s) for the schools listed in question #26 above .
- 28-32. For Safe Routes to School projects enter the additional information requested.

SECTION II. PROJECT INFORMATION

1. Project Location: Provide a detailed description of the project location including street names, intersections, post miles, etc, as applicable. Also attach a map of the project location denoting the project site.
2. Project Coordinates: Enter the GPS latitude and longitude coordinates for the central location of the project, in decimal degrees. Example N38.574722 degrees, W121.493889 degrees. For further assistance search online for “Get the coordinates of a location.”
3. Project Description: Describe the project’s purpose, need, and scope of work.
4. Project Status: Describe the current status of the project. Such as: California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) process has/has not been completed; right-of-way certification, construction permits in place; plans and specifications are completed, educational materials have been developed; etc.

SECTION III. SCREENING CRITERIA

The California Transportation Commission – Guidelines for the Active Transportation Program require that (1) the applicant demonstrate the needs for the project(s), (2) all projects submitted for funding must be consistent with a regional transportation plan.

Provide a response to each of the screening criteria as it pertains to this application/project.

1. Demonstrated Need of the Applicant- Items to Consider:

Infrastructure: Describe purpose, need, and goals of the infrastructure project, including ways in which the project affects mobility, access, and quality of service for active transportation modes. Project should improve mobility, access, and/or quality of service for active transportation modes.

Plans: Describe purpose, need, and goals of developing a plan. How does the proposed plan relate to other adopted plans? Plan should build on past planning efforts, and not duplicate efforts conducted by the applicant or other entities.

Education/Encouragement Program: Describe purpose, need, and goals of implementing the program. How does the proposed program relate to other prior or ongoing programs implemented by the applicant or other entities? Program should build on prior programs, and not duplicate efforts conducted by the applicant or other entities.

2. Consistency with Regional Transportation Plan

All projects submitted must be consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080.

SECTION IV. NARRATIVE QUESTIONS

General Guidance

1. Applicant must respond to all questions in the order in which they appear.
2. When responding to each question, always list the question number and restate the proposal question followed by the answer.
3. Provide a written response to each question or statement as it pertains to your particular project, i.e.: Safe Routes to School (SRTS), Bicyclist/Pedestrian (BP), Non-Infrastructure, or Recreational Trails (RT). If a particular question or statement does not apply to your project, please indicate as such with "NA" (not applicable) and a brief explanation as to why.
4. Cite studies, reports or other data that support your responses. Include copies of data, reports or studies with your application.
5. Active Transportation Program (ATP) guidelines can be found here:
<http://www.catc.ca.gov/programs/ATP.htm>
6. Federal Safe Routes to School information can be found at:
http://www.fhwa.dot.gov/environment/safe_routes_to_school/guidance/
7. Active Transportation Program guidelines require that Recreational Trails (RT) projects meet the federal requirements of the Recreational Trails Program. Federal requirements can be found at:
http://www.fhwa.dot.gov/environment/recreational_trails/.

8. Non-Infrastructure projects and/or project components are eligible for all ATP proposals. Non-Infrastructure projects are typically education, encouragement, enforcement, and planning activities that further the goals of the ATP. The ATP program will focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. The ATP program funds are not intended to fund ongoing program operations. Non-Infrastructure projects are not limited to those only benefiting school students. More information can be found in the ATP Guidelines at: <http://www.catc.ca.gov/programs/ATP.htm>
9. Additional information and guidance related to complete streets, Context Sensitive Solutions, Main Streets, and pedestrians and bicyclists safety can be found at:
 - a. **Complete Streets Intersections Guidelines:**
<http://www.dot.ca.gov/hq/traffops/survey/pedestrian/Complete-Intersections-A-Guide-to-Reconstructing-Intersections-and-Interchanges-for-Bicyclists-and-Pedestrians.pdf>
 - b. **Main Street, California: A Guide for Improving Community and Transportation Vitality:**
http://www.dot.ca.gov/hq/LandArch/mainstreet/main_street_3rd_edition.pdf
 - c. **NCHRP Report 480 A Guide for Best Practices for Achieving CSS:**
http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_480a.pdf
 - d. **Pedestrian Safety Guide and Countermeasure Selection System:**
http://www.pedbikesafe.org/PEDSAFE/guide_background.cfm
 - e. **Smart Mobility 2010: A Call to Action for the New Decade:**
http://www.dot.ca.gov/hq/tpp/offices/ocp/documents/smf_files/SMF_handbook_062210.pdf

QUESTIONS

- Q1. POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS.**

Items to Consider:

Infrastructure

- Quantify how many bicyclists and pedestrians currently use the project area/corridor. Recent bicycle and pedestrian counts collected in the field are preferred. Include data source, date collection methods, and year of data collection.
- Discuss how many bicyclists and pedestrians are expected to use the project area/corridor after construction. Describe methodology for determining future use. Stated preference surveys, estimates based on before-after data from comparable local projects, and other project-specific estimates are preferred. The U.S. Census American Community Survey has information on mode share to work. The website is: <https://www.census.gov/acs/www/>
- Projects should have existing count data and a defensible methodology for estimating future use, and plans for counting post completion use of the project.

The Federal Highway Administration (FHWA) 2013 Traffic Monitoring Guide has details on bicycle and pedestrian count methodologies listed here:

http://www.fhwa.dot.gov/policyinformation/tmguid/tmg_2013/traffic-monitoring-for-non-motorized.cfm

- List the destinations that will be served by this project, and provide measure of size for each destination (e.g. # employees, # transit routes/riders, etc.)
- Include a map showing the project, activity centers, and existing and near-term proposed bicycle/pedestrian infrastructure within ½ to 1 mile walking/biking distance of project area.
- Project should serve activity centers, and provide continuous access to these activity centers.
- Describe any right-of-way needs or access rights modification. Describe if the project completion is dependent on another project or if it will be completed in segments.

Plans

- Discuss how many people walk and bike in the plan area. What is the current bicycling and walking mode share for the plan area? If available, include data and counting methods for all trips, not just commute trips. Note data source and year.
- Discuss how the implementation of the plan will affect the active transportation mode share for all types of trips.
- Plans should have sound plan for increasing active transportation mode share for all types of trips.
- Describe how the plan will improve walking and bicycling routes to and from employment, schools, transit, public buildings, parks, high-density residential areas.
- Plans should have a systematic method for identifying and prioritizing walking/bicycling routes to and from these activity centers. A plan does not need to address access to all types of activity centers.

Education /Encouragement Program

- Describe what is the current bicycling and walking mode share for the community targeted by this program. Discuss how many people in this community walk and bike. If available, include data for all trips, not just commute trips. Note data source and year.
- Discuss how the program will affect the bicycling and walking mode share in this community. When available, note documented changes in mode share for similar programs.
- Programs should have a sound plan for increasing and documenting active transportation mode share. Programs with documented success will score higher than unproven programs.
- Describe how the program addresses walking and bicycling to and from activity centers such as employment, schools, transit, public buildings, parks, and residential areas.
- For Safe Routes to School related projects discuss: 1) The total student enrollment, 2) Estimated # of students living along the route proposed for improvement, 3) Percentage of students that currently walk or bike to school if known, 4) Projected percent of students that will walk or bike to school following project completion. 5) If the school is not located in a Disadvantaged Community, but the project will benefit a Disadvantaged Community, explain how.

Q2. POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLE FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS.

Describe how the project, plan, or program will address bicyclist and pedestrian injuries and fatalities, citing collision statistics, police reports, academic research, or other data. If applying for an infrastructure grant, identify countermeasures included in the project that will address the types of collisions reported at the project area.

Some possible sources for safety data can be found at:

Statewide Integrated Traffic Record System (SWITERS):

<http://iswitr.chp.ca.gov/Reports/jsp/userLogin.jsp>

UC Berkley SafeTREC Transportation Injury Mapping System (TIMS):

<http://tims.berkeley.edu/>

Projects should include countermeasures to address specific collision types occurring at the location. Plans and programs should address a) specific types of collisions reported in the plan/program location and/or b) common types of collisions identified through academic research.

The Metropolitan Transportation Commission has a list of crash types and countermeasures in their Safety Toolbox which may be helpful. It can be found at:

<http://mtc.ca.gov/planning/bicyclespedestrians/safety/physical-crash.htm>

Items to Consider

Infrastructure

- Describe the potential safety hazards for pedestrians and bicyclists within the project area and how these hazards were identified.
- Discuss how the project will address the safety hazards.
- Discuss what alternative measures were considered to address the safety hazards, and why was the project the preferred alternative.
- Include a map of project/plan/program area, showing pedestrian/bicyclist injuries and fatalities for the most recent 5 years, if available. (Hint: Collision maps can be generated from the TIMS website listed above.)
- Include photos of any potential safety hazards to be addressed.

Plans

- Describe how the plan will identify safety hazards for pedestrians and bicyclists, and how it will address these safety hazards.
- Plans should have a systematic method for identifying safety hazards, including, but not limited to collision history, field observations, collaboration with community members, police reports, and/or academic research.
- Plans should include potential for mitigating safety hazards as a prioritization criterion, and/or include countermeasures that address safety hazards.

Education /Encouragement Program

- Describe how the program educates bicyclists, pedestrians, and/or drivers about safety hazards for pedestrians and bicyclists.
- Describe how the program encourages this safe behavior. If available, include documentation of effectiveness of similar programs in encouraging safe behavior.
- Include, if applicable, a map identifying safety hazards and/or photos of safety hazards.
- Programs should address safety hazards that have been identified through police reports, collision history, field observations, and/or other verifiable source.

Q3. PUBLIC PARTICIPATION and PLANNING**Items to Consider:**

- For Safe Routes to School projects describe how the school community and stakeholders were involved.
- Describe how the community was involved in development of the project/plan/program and how the community's expressed needs are reflected in the project proposal. List community groups, elected officials, advocacy groups, and underserved communities that were involved in project development. Consideration will be given as to the size of the community and how meetings were conducted and accessible to community members.
- List the public agencies involved with project/plan/program development, and describe how each was involved (i.e. Caltrans, law enforcement, public health agencies, transit agencies, schools, school districts, local jurisdictions, CMA's, MPO's).
- Describe how projects/programs/plans were developed with community involvement and coordination with other agencies (if applicable) and describe how the community will continue to be engaged in the implementation of the project or program to ensure sustainability.

- List the planning documents that include this specific project/plan/program.
- Projects, plans and programs that are supported by transportation planning documents will be scored higher.
- Projects which cost over \$1 million must be consistent with Regional Transportation Plans and be prioritized within the plan; and should support regional greenhouse gas emission reduction or safety goals within the plan.

Q4. COST EFFECTIVENESS

Items to Consider:

- List all assumptions and sources of data used to quantify benefits in your responses.
- Applicants may include in their analysis both direct benefits to users from improved active transport conditions and possible indirect benefits such as reduced motor vehicle travel.
- The following example sources of work for quantifying project benefits may be of assistance to applicants:
 - “Local Roadway Safety Manual for California Local Road Owners” by Caltrans
http://www.dot.ca.gov/hq/LocalPrograms/HSIP/Documents/hsip/CA_SM4LROv11.pdf
 - “Economic Analysis Primer” by U.S. Department of Transportation
<http://www.fhwa.dot.gov/infrastructure/asstmgt/primer.pdf>
 - “Evaluating Active Transport Benefits and Costs” by Todd Litman
<http://vtpi.org/nmt-tdm.pdf>

Q5. IMPROVE PUBLIC HEALTH

Items to Consider:

- Coordinate with the local health department to identify data and risk factors for the community.
- Describe the targeted populations and the health issues that the project will address.
- Describe any identified health data used to identify these health issues.
- Health data on the county level can be found at the California Health Interview Survey (CHIS) website (an account will need to be created to use the data). Once you have registered account information such as physical inactivity, walking for transportation and leisure, park use and health conditions can be queried.

<http://healthpolicy.ucla.edu/chis/Pages/default.aspx>

- To estimate the health benefits from increasing cycling or walking, the World Health Organization (WHO) has developed a web based tool called the Health Economic Assessment Tool (HEAT) to monetize the benefits from active transportation projects. <http://www.heatwalkingcycling.org/>
- Attach maps, data and/or references to academic or media articles to support claims regarding risk factors.

Q6. BENEFIT TO DISADVANTAGED COMMUNITIES

- A. For a project to be eligible toward the Disadvantaged Communities funding requirement, the project shall clearly demonstrate a benefit to a disadvantaged community or be directly located in a disadvantaged community.

A Disadvantaged Community is one that meets any of the following criteria:

- The median household income is less than 80% of the statewide median based on the most current census tract level data from the American Community Survey. Data is available at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml> (Use the 5 year data for all areas).
- An area identified as among the most disadvantaged 10% in the state according to latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. Scores are available at <http://oehha.ca.gov/ej/ces11.html>.
- At least 75% of public school students in the project area are eligible to receive free or reduced price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/filessp.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area or, for projects not directly benefiting school students, explain why this measure is representative of the larger community.
- If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant must submit for consideration a quantitative assessment of why the community should be considered disadvantaged.

B. Items to Consider

- Describe what infrastructure, safety, or public health challenges and/or barriers are present within the disadvantaged community that contributes to the need for the project. You can refer to barriers highlighted in previous questions, but explain here how these challenges are particularly faced by the disadvantaged community.
- Describe how the project will address these barriers and improve access to active transportation for the residents living in disadvantaged communities.

- Discuss the percentage of the project that falls geographically within the disadvantaged community (if the project includes infrastructure) and estimate the proportion of funding that will be targeted for disadvantaged communities.
- How will disadvantaged community residents have daily access to the project site or be targeted by the non-infrastructure program? Address any potential barriers to access if applicable, particularly for projects not located within the disadvantaged community, such as location of the disadvantaged community to the project site, physical barriers such as fencing, barricades, etc.,
- For Safe Routes to School projects discuss how the school students and community specifically benefit from the project.

Q7. USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A QUALIFIED COMMUNITY CONSERVATION CORPS

Follow the application instructions for submitting your project information to the corps.

The CALCC and CCC will provide a list to Caltrans of all projects submitted to them and indicating which projects they are available to participate on. The applicant need not attach any documentation from the CALCC or CCC to the application.

Applicants will not be penalized if either corps determines that they cannot participate in a project.

Q8. APPLICANT'S PERFORMANCE ON PAST GRANTS

Answer the question concerning your agency's failure to deliver any ATP type projects within the last 5 years, if applicable. If your agency hasn't failed to deliver any projects within the last 5 years, answer "Not Applicable."

SECTION V. PROJECT PROGRAMMING REQUEST

All applicants must complete the Project Programming Request (DTP-0001) form and return the completed form with the application.

When completing the form remember the following special instructions:

- Fund No. 1 must represent ATP funding being requested.
- Non-infrastructure project funding must be identified as "Con" and indicated as "Non-infrastructure" in the Notes box of the Proposed Cost and Proposed Funding tables.
- Match funds must be identified as such in the Proposed Funding tables. This does not apply to non-infrastructure projects, Safe Routes to School projects, and Recreational Trails projects.

SECTION VI. ADDITIONAL INFORMATION

Complete the funding and scheduling information requested for all phases of the project timeline.

SECTION VII. NON INFRASTRUCTURE SCHEDULE INFORMATION

Complete the scheduling information requested for all phases of your non-infrastructure project, if applicable.

SECTION VIII. APPLICATION SIGNATURES

Some applications will require multiple approving signatures prior to submittal of the application to Caltrans. Read each signature statement carefully and obtain all required signatures for your project proposal. Failure to obtain signatures from all required parties prior to application submittal to Caltrans will cause your application to be rejected as in-complete.

SECTION IX. ADDITIONAL APPLICATION ATTACHMENTS

Use this checklist to help ensure that you have attached the additional required information as it applies to your project.